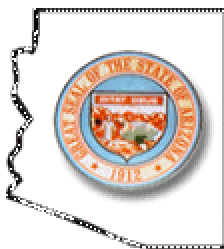


ARIZONA DEPARTMENT OF EDUCATION

Jaime A. Molera
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
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SCHOOL FINANCE MEMORANDUM 02-049

TO: Charter School Administrators, Directors, Principals

FROM: Mary Beth Reilly

DATE: April 12, 2002

SUBJECT: April 15, 2002 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The April 15, 2002 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>.

All eligible charter schools have been paid based on 40th day or 100th day counts submitted by April 5, 2002. In the event that you did not receive an April 15, 2002 payment, it may be due to a drop in ADM, missing 100th day or late 100th day counts. In addition, if the banking forms were not submitted to the state treasurer's office a payment will not be issued. If you have questions or concerns about 40th day, 100th day or special education counts, please contact Rose Whelihan at (602) 542-8240 or e-mail at <mailto:rwhelih@ade.az.gov>.

Please refer to page 2 of the Char 55-1 report to see if your school has been reimbursed for audit expenditures. In order to receive reimbursement, your school must have reported the expense on the FY'02 budget worksheets and the FY'00 AFR. If you have not received reimbursement and have reported the expense on both the FY'02 budget worksheets and the FY'00 AFR, please review your budget information. Your Charter's budget information can be viewed at <http://www.ade.az.gov/districts/default.asp>. Look for this link: **New** Click here for Budget/AFR Processing Status to view your budget status. **Please check the submitted file status to verify your most recent budget worksheets submitted have been processed.** If you have specific questions concerning your budget or budget worksheets please e-mail school finance at <mailto:schoolfinance@ade.az.gov>.

Budget files can be uploaded at <http://www.ade.az.gov/districts/default.asp>. **COMMON LOGON** username and password is required. **Check the School Finance Bulletin Board** (<http://www.ade.az.gov/schoolfinance/BulletinBoard/default.asp>) **for important budget file information before uploading any budget related file(s).** If you need assistance uploading budget items, contact a Regional Training Center (RTC).

If you have any concerns regarding your equalization calculation or payments please do not hesitate to call at (602) 542-8249 or e-mail at <mailto:mreilly@ade.az.gov>.

April 12, 2002